



WILLIAM T FUJIOKA

County of Los Angeles CHIEF EXECUTIVE OFFICE

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February 22, 2012

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

COUNTY TELEWORK PROGRAM PROCEDURES

The County's Telework Program (CTP), which was established in 1990 and updated in 2008 and 2012, helps the County achieve regional clean air and traffic reduction goals. Telework, defined as working at a location other than the conventional office, is an integral part of the County's overall compliance with regulations (Rule 2202) set forth by the South Coast Air Quality Management District (SCAQMD) to reduce air pollution from employee commutes to and from work.

The CTP is a management option, not a universal employee benefit. Department heads may implement telework when it is deemed mutually beneficial by the department and the employee, and as a means of increasing its Average Vehicle Ridership for sites regulated by SCAQMD under Rule 2202. SCAQMD requires regulated sites (those with 250 employees or more) to keep records on the Telework Program for three years for audit purposes if the worksite has listed telework as a direct strategy in the Employee Commute Reduction Plan, also known as Rideshare.

Unregulated worksites (those with less than 250 employees) are not required by the SCAQMD to keep telework records. However, Board of Supervisors' Telework Policy (Policy No. 9.090) requires all departments participating in the CTP to maintain for three years detailed records of the number of employees participating in the program, the number of day(s) per week each employee teleworks, and records of signed agreements. The Policy also requires retention of orientation and training sessions offered in support of the program for a minimum of three years. In addition, all departments are required to submit quarterly reports on the CTP with this office.

"To Enrich Lives Through Effective And Caring Service"

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To ensure countywide uniformity of program implementation, the Telework Program Procedures and Request For Telework Training forms are attached. The Telework Procedures must be followed when selecting new teleworkers and telemanagers to participate in the program. The attachment includes the Quarterly Telework Survey which requests identification of all teleworkers in the department, the number of day(s) they telework per week, the nature of their telework activities, and training certification status.

Please account for all current teleworkers in the department and submit the completed survey form to Juan Arredondo of this office at jarredondo@ceo.lacounty.gov, no later than February 21, 2012. If you have any questions, please let me know, or your staff may contact Mr. Arredondo at (213) 974-1182. Thanks in advance for your cooperation and support of the County's Telework Program.

WTF:EFS:MKZ
RW:EW:JA:dmt

Attachment

c: Departmental Employee Transportation Coordinators (ETCs)
Departmental Human Resources Managers



County of Los Angeles Telework Program Procedures

Los Angeles County Board of Supervisors Telework Policy Chapter 9.090 indicates the County's Telework Program is administered to support the County's Clean Air efforts through its Employee Commute Reduction Program, commonly known as Rideshare. Telework is a management option, not a universal employee benefit. All Telework Policies, Standards and Procedures must be followed by departments to remain eligible for program participation. Under no circumstances may an employee participate in the Telework Program before being certified at an official County Telework Training.

Telework Procedures:

1. Employees interested in Telework must make a formal request in writing to their Management requesting Telework Training. Managers who have a need for Teleworkers may select an employee and assign them to a Telework schedule.
2. Once the employee makes the request or is selected for program participation, Management must make an official request for Telework Training to the Chief Executive Office, Office of Workplace Programs (CEO-WPP). The request will be sent to the Countywide Employee Transportation Coordinator (CETC). The Request for Telework Training Form summarizes the employee's information and intended schedule for Telework Training.
3. The Request for Telework Training will be processed by CEO-WPP and available training dates will be sent to Management.
4. Management selects a training date for the employee and contacts the CETC to reserve a training slot.
5. After attending training, the employee will receive a Telework Training Certificate. The employee must provide a copy of the Telework Training Certificate to Management. The Certificate must be included in the employee's personnel file and Management must provide a copy to the CETC.
6. The employee's manager, supervisor, or administrator who will be supervising the new Teleworker, also known as the Telemanager, must also be certified through the Telework Training in order to manage the Teleworker(s). Please follow procedures above for scheduling training for the new Telemanager if not previously certified.



7. After receiving Telework Training and prior to beginning the Telework assignment, a Telework Agreement must be signed by the new Teleworker and Telemanager. The agreement is contained in the appendix section of the Telework Manual received during training. A copy of the signed Telework Agreement must be filed in the Teleworker's personnel file and a copy must be provided to the CETC.
8. The Telemanager must complete a task inventory and the Supervisor's Telework Checklist, also contained in the appendix section of the Telework Manual.
9. Ninety (90) days after beginning a Telework shedule, the Telemanager must complete a Job Performance Survey (Telework Manual) for all new Teleworkers. If the survey is unsatisfactory, then the Teleworker must be re-trained or removed from participation in the Telework Program until the Telemanager determines the readiness of the employee for Telework.
- 10.If a Teleworker requests or is removed from participation in the Telework Program, a Termination of Telework Participation form (Telework Manual) must be completed and submitted to Management and the CEO-WPP.
- 11.All departments participating in the Telework Program must complete a quarterly report on Telework Program usage and submit the report to the CEO-WPP, and the Employee Transportation Coordinator (ETC) of record for the site. If the worksite is unregulated by the South Coast Air Quality Management District (250 employees or less) and does not have an ETC, the quarterly report must be sent to the CETC.
- 12.Any department found in non-compliance with all of the Telework Policies and Procedures, including the requirement to submit a quarterly report to the CEO-WPP, may be limited on further use of the Telework Program.
- 13.All certified Teleworkers and Telemanagers must participate in a refresher Telework Training once every two years after receiving the initial certification training. The Request for Training Form must be used for refresher trainings also.





County of Los Angeles Request for Telework Training

REQUEST FOR NEW OR REFRESHER TELEWORK TRAINING

Name of Employee: _____

Employee Number: _____

E-mail Address: _____

Department: _____

Have you been previously certified as a Teleworker? ☐ Yes ☐ No

If so, please list the date of certification: _____

Is the Telemanager certified? ☐ Yes ☐ No

If so, please list the date of certification: _____

If the Telemanager for the employee is not certified, he or she must be scheduled for training with the Teleworker.

By requesting training for the above employee, you are approving a Telework arrangement with this employee and will follow all policies and procedures within the Telework Program. Once this form is received, you will receive training dates and must notify the Chief Executive Office, Office of Workplace Programs what date is chosen.

Manager/Telemanager Name

Manager/Telemanager Signature

CEO-WPP Office Use only

Telework Training Approved? ☐ Yes ☐ No Date for Training _____

Location of Training _____ Telemanager Certified? ☐ Yes ☐ No



Los Angeles County - Chief Executive Office Quarterly Telework Survey

Date of Report _____

Department _____

Contact Person (Name & E-mail Address): _____

Instructions: Please provide the information requested below and return the completed form to the Chief Executive Office, Office of Workplace Programs, Attn: Countywide Rideshare Coordinator

Employee Name	Employee Number	Average number of Telework days per week	Activities Performed (see legend)	Telework Certification Date	Telemanager's Telework Certification Date	Distance from Home to the Worksite (miles)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Legend (choose all that apply)

- 1 - Case Management
- 2 - Data Analysis
- 3 - Contract Administration
- 4 - Audit reports
- 5 - Conducting work by telephone
- 6 - Data Entry
- 7 - Project Oriented Work
- 8 - Reading and Writing
- 9 - Word Processing
- 10 - Other

